



Simmons University School of Library and Information Science
Dean's Fellow for Cultural Heritage and the University Art Collection

Start term: Spring 2027

Location: Boston campus

Job Description:

The Dean's Fellow for Cultural Heritage and the University Art Collection will assist SLIS faculty and Simmons curatorial staff by carrying out a range of collection management projects with the goal to widen access to the Simmons University Art Collection. The Dean's Fellow will help SLIS faculty integrate collection objects directly into the SLIS Cultural Heritage Informatics curriculum, while also exploring strategies to further the use of objects in a variety of courses at SLIS and across the university. The Dean's Fellow will gain valuable experience in collection management, including work in documenting the collection, assisting faculty in research on objects, and in facilitating inter-campus artwork loan processing. We are looking for a responsible, committed, art-loving SLIS student with skills in research and information organization. Prior gallery, collection/archive management or arts administration experience is a plus.

Simmons has a unique collection that integrates art into every area of the University. We have been fortunate to receive major gifts such as photographs and screen prints from the Andy Warhol Foundation, the Harold Edgerton Foundation, and significant gifts from individual and anonymous donors. The University owns a wide breadth of work from Honoré Daumier to M.C. Escher. Because of the strong vision of the founding curator, Robert Oppenheim, Simmons holds one of the premier collections of contemporary New England women artists. We are currently acquiring select artworks from emerging and early career Boston area artists in an effort to further diversify our collection.

Responsibilities include:

- Working with faculty to integrate collection objects into SLIS courses
- Developing processes for inter-campus artwork loans
- Consulting faculty regarding how they might use the collection in their teaching
- Preparing collection documentation, including metadata and object condition reports
- Supporting faculty research on collection objects

Requirements / Qualifications:

- Ability to perform physical tasks within the scope of abilities
- Work with limited supervision, individually and as part of a team
- Experience using with Microsoft Excel and Google Drive
- Attention to detail, ability to take initiative, organizational skills, and eagerness to learn about our collection

Other details:

- Knowledge of Adobe Creative Suite (Photoshop/Lightroom/InDesign/Illustrator) would be a plus for certain special projects but not necessary
- Familiarity with photographing objects (i.e., knowledge of DSLR usage, lighting techniques, backdrop staging) would be a plus but not necessary

Hours: 20 hours per week for 14 weeks in the fall and spring semesters; summer hours to be discussed with supervisor. The Fellow's work schedule will be coordinated each semester based on the student's course schedule and SLIS needs.

Scholarship: The Fellow will receive a scholarship covering 6 credits of their Simmons tuition per semester for 4 semesters (typically fall and spring). Other expenses, such as housing or fees, are not included. Fellowships are initially offered for one year, with a strong possibility of renewal for the second year contingent upon successful job performance and maintaining a 3.0 GPA. Additionally, the Fellow is paid an hourly rate of \$17.00.

Eligibility: This Fellowship is open to all students in any Master's degree program in the School of Library and Information Science who have completed no more than 9 credits/3 courses by the start of Spring 2027, though preference will be given to incoming students.

Fellows must enroll in at least 9 credits per semester, and though they are not required to take their courses on our Boston campus, they must be able to work in-person on our Boston campus. International students are eligible. Dual degree students are eligible; though their Fellowship will not extend beyond 2 years/ 24 credits of tuition coverage.

Deadline: October 15, 2026 (your admission application, supporting documents, and Fellow application must all be received by this date).

How to apply: To apply, please email a current resume and letter of interest specifically addressing the requirements of the position to slis-admission@simmons.edu. Documents should be either PDFs or Word documents. Use the subject line: "SLIS Cultural Heritage Fellow" and send the email from the same email address you used on your admission application. Finalists will be invited to interview over Zoom, and all applicants will be notified of their decision by December 1, 2026.